

CHIEF HUMAN RESOURCES OFFICER

GRADE: SAIL

FMLA: EXEMPT

CHARACTERISTICS OF CLASS:

The Chief Human Resources Officer performs complex professional and administrative work involving the direction and supervision of all Human Resource (H.R.) related activities including: Benefits Administration, (including the Employee Pension Plan; Health, Dental and Life Insurance, etc.) Diversity Plan; Labor Relations; Safety and Loss Control; Risk Management; Recruitment and Testing; Training; Pay and Classification Administration; and compliance with Federal, State, and City laws relative to H.R. Administration. The incumbent in this position serves as a member of the senior management team and in that capacity assists the City Manager, Deputy City Manager and other team members with strategic management planning. The incumbent works under the general direction of the City Manager and Deputy City Manager, but is expected to use a high level of independence to ensure that the Human Resource Department fulfills its assigned mission.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Advises and makes recommendation to the Senior Staff, managers and supervisors on H.R. related matters and on personnel organization and administration.
- Conducts H.R. related research and gathers data concerning prevailing

- compensation, benefits, project implementation, strategies, etc.
- Administers and maintains position classification and compensation plans.
 - Plans and executes recruitment programs; schedules, prepares and conducts oral and written examinations of applicants for City employment; evaluates qualifications and makes referrals to department heads; conducts reference checks of applicants for high level positions; revises written tests for reliability, validity and appropriateness.
 - Develops procedures and forms for personnel transactions such as appointments, transfers, promotions and lay-offs; directs the maintenance of annual, sick, personal and disability leave records, as well as other records and directs the audit of records for accuracy of classification and salary rate.
 - Negotiates contracts and agreements with organized employee groups; writes collective bargaining agreements; represents the City in administering collective bargaining agreements.
 - Confers with employees, employee representatives, supervisory, managerial and administrative personnel on grievances and suggestions on programs; reviews and makes recommendations on annual budget requests for H.R.
 - Supervises the administration of employee health and hospitalization programs, employee life insurance, employee pension plans, teleworking and other benefit programs.
 - Performs a variety of functions related to personnel administration, such as interpreting rules and regulations, creating policies and procedures, carrying out special directives of the Deputy City Manager and City Manager and preparing reports.
 - Administers effectively and efficiently the compensation and benefits program; the safety and loss control program; the recruitment and testing program; the labor relations program; the training program; the pay and classification program.
 - Complies effectively and efficiently with pertinent Federal, State and City laws and regulations;
 - Develops overall H.R. policy for the City.
 - Provides critical advice on sensitive personnel issues.
 - Performs a variety of related and non-related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in public or personnel administration and ten years of progressively responsible H.R. experience (local government experience preferred) including a broad cross section of all the work required of a full service H.R. Department and considerable (two to five years) supervisory experience in an H.R. setting. Must possess a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge of modern principles, methods and techniques of public administration.
- Comprehensive knowledge of laws, ordinances and regulations governing City personnel operations.
- Good knowledge of the problems involved in administering a comprehensive and integrated personnel system.
- Good knowledge of the principles and techniques of organization and administration.
- Ability to supervise the processing of personnel transactions and the installation and maintenance of personnel records.
- Ability to establish and maintain effective and cooperative working relationships with officials and department heads, individual employees and the general public.